



County Probation and Parole Officers' Firearm Education and Training Commission (FETC)

REGULAR COMMISSION MEETING MINUTES

March 16, 2017, 9:00 am

Toftrees Golf Resort & Conference Center, One Country Club Lane
State College, PA 16803

The following Commissioners and other individuals were present:

Chairman Keith Graybill	Tom Dougherty, Advisor (PBPP)
Commissioner Erik Christensen (via phone)	John Manning, Legal Advisor (PBPP, via phone)
Commissioner Chad Libby	Ian Rowles, Recorder (PBPP)
Commissioner Russell Shurtleff	

1. Call to Order and the Pledge of Allegiance

2. Review and approval of the Minutes of the previous meeting

MOTION: 1703:01

Commissioner Shurtleff made a motion to approve the minutes from the January 12, 2017 Firearms Education and Training Commission meeting.

Commissioner Christensen seconded.

Motion passed by unanimous voice vote.

3. Announcements

Chairman

- Chairman Graybill stated that Executive MacLaughlin was out of town and unable to attend the meeting due to the winter storm causing flight cancellations.
- Chairman Graybill was happy to report that there has been action by the public liason to appoint two new Commission members. Maryann Grippo, Esquire, a Director from Lackawanna County Police Academy. The second new Commissioner is Larry Maggi, a Commissioner from Washington County.
- Neither Commissioner Grippo or Maggi could attend the Commission meeting due to short notice and having scheduling conflicts.
- Chairman Graybill stated the remaining person to be appointed is a representative who is a Certified Firearms Instructor and a member of the county adult probation/parole officers association. That appointment is still pending, since they can't get in contact with the person who they have in mind.

- Chairman Graybill mentioned the Oath of Office paperwork for appointment has yet to arrive, but when it does he will personally pick them up and deliver it to Commission Staff Member Ian Rowles to distribute.
- Chairman Graybill wanted to provide the Commission with a little background information on the new Commissioners. Commissioner, Maggi from Washington County, is a former PA state police trooper. He was also a county sheriff in Washington County.
- Commissioner Grippo, Director of the Lackawanna Police Academy, and is a certified general instructor for MPOETC. She is a former deputy district attorney in Lackawanna. She is the first woman to hold the position of directorship in the academy in its 38 year history.
- Chairman Graybill was happy to welcome both of them to the Commission.
- Chairman Graybill mentioned that there will need to be changes to some of the meetings going forward since Commissioner Maggi has previously scheduled Commission meetings the first and third Thursday of every month.
- After discussing schedules it appeared that the meeting in May will continue to be on the 18th and the meeting dates in the future will possibly change.
- Chairman Graybill decided in case that we possibly lose Commissioner Christensen or Legal Advisor Manning due to phone problems that the decision-making votes be cast earlier as opposed to later.

Petition for Extension/Waiver

- Commission Staff Member Rowles presented the action items for consideration in the absence of Executive Director MacLaughlin.

Sasha Becker (Gonzalez) – Berks County Adult and Juvenile Probation. Sasha Becker placed a maternity petition that would last for a year. FETC brought it to the Commission since year long waivers aren't normally accepted.

- Commissioner Shurtleff suggested asking the county about the situation and allowed FETC to take action contingent upon proper documentation and answers.

The following Officer requested an extension due to medical reasons. They have provided the Commission with medical documentation backing up this claim.

Shannon Gabos – Allegheny County Juvenile Probation

MOTION: 1703:02

Commissioner Shurtleff made a motion to extend the petition for Shannon Gabos from Allegheny County Juvenile Probation until April 28, 2017.

Commissioner Libby seconded.

Motion passed by unanimous voice vote.

Request for Initial CFI Status

William Gilfus – Cumberland County Adult Probation

MOTION: 1703:03

Commissioner Libby made a motion to approve the initial CFI status for William Gilfus, Cumberland County Adult Probation.
 Commissioner Shurtleff seconded.
 Motion passed by unanimous voice vote.

Request for Renewal of CFI Status

Jason Bright – Allegheny County Adult Probation
Matthew Bryner – Lancaster County Adult Probation
Becky Coe – Cumberland County Adult Probation
Michael Flaud – Lancaster County Adult Probation
Ryan Todd – Lancaster County Adult Probation
Joel Walsh – Washington County Adult Probation

MOTION: 1703:04

Commissioner Libby made a motion to approve the request for renewal of CFI status for Jason Bright, Allegheny County Adult Probation. Matthew Bryner, Lancaster County Adult Probation. Becky Coe, Cumberland County Adult Probation. Michael Flaud, Lancaster County Adult Probation. Ryan Todd, Lancaster County Adult Probation. Joel Walsh, Washington County Adult Probation.
 Commissioner Christensen seconded.
 Motion passed by unanimous voice vote.

Request for Renewal of MI Status

Craig Christensen – Erie County Adult Probation
Michael Guido – Cumberland County Adult Probation

MOTION: 1703:05

Commissioner Shurtleff made a motion to approve the request for renewal of MI status for Craig Christensen, Erie County Adult Probation.
 Commissioner Libby seconded.
 Commissioner Christensen abstained.
 Motion passed by voice vote.

MOTION: 1703:06

Commissioner Libby made a motion to approve the renewal of MI status for Michael Guido, Cumberland County Adult Probation.
 Commissioner Christensen seconded.
 Motion passed by unanimous voice vote.

Executive Director MacLaughlin

- Due to Executive Director MacLaughlin not being able to attend the meeting, FETC Staff Member Ian Rowles provided an update on FETC to the Commission.
- Staff Member Rowles informed the Commission that the To-Do list from January was completed. Which included:

- Course 4 changes were made for both the PowerPoint and test questions. The syllabus was also changed to read 0800 start time instead of 0900.
- An extra instructor has been added to the practical day for the classroom portion of the BTA. The Curriculum Committee felt it would be safer to have an extra set of eyes that day.
- The start time for the BTA has been changed on the syllabus to read 1200 to report to the range and be ready at 1300. Students and AA's who are scheduled for Commission Basics were made aware of these changes.
- BTA round count check list has been updated and increased with the new round count.
- Curriculum Committee meetings will not happen for the rest of the year, as of now. FETC is open to the possibility of having one since the March meeting got cancelled due to weather.

Fiscal Report

- Staff Member Rowles reported that FETC is now being charged for our Con Ed classes, but they are coming in under the estimate. Mainly due to fewer students attending means they don't need as many instructors.
- Staff Member Rowles stated that FETC has printed all of the manuals for the Con Ed classes for the rest of the fiscal year. FETC has also printed all of the student manuals for the entire calendar year for the Basic Trainings.
- Legal Advisor Manning asked if anybody from FETC was able to attend one of the PWT run Con Ed classes. Staff Member Rowles mentioned how Executive Director MacLaughlin and himself are planning on going to one of their classes that will be held locally in the upcoming months.
- Commissioner Libby showed his interest in attending one of the Con Eds as well.

4. Reports of Officers and Standing Committees

- The Curriculum Committee meeting was cancelled due to weather. No other committees met.

5. New Business

Instructor Development Update

- Staff Member Rowles informed the Commission that the locations for the trainings have been filled. May will be in Factoryville, July will be in Bellefonte, September will be in Fayette and November will be in Harleysville.
- Staff Member Rowles reported that almost all of the roster spots are filled. May and July classes are completely filled and August and November have 9 out of 10 spots filled.
- From the Curriculum Committee, Vanessa Adler, Commissioner Christensen, Craig Christensen, and Ron Millward all volunteered to assist with every training. The other members have offered to help when the events come to their closest location.

CFI Course Update

- Staff Member Rowles stated that the CFI course in May is all good to go. The roster is full and the students were sent the hotel block information so they could get rooms if they needed.
- Staff Member Rowles mentioned that the Board had to cancel the September class, but were able to raise the maximum capacity of the May class to 15 instead of 10.

Basic Training Update

- Staff Member Rowles reported that the 87th BTA in June has 21 out of 30 spots assigned and all of the instructor spots filled. The 88th BTA in June has 20 out of 30 spots assigned and all of the instructor spots filled.
- Staff Member Rowles mentioned that the students assigned in the 87th BTA have all been sent their hotel information so they can reserve rooms ahead of time, as well as all of the paperwork they will need for the event.

Continuing Education Update

- Staff Member Rowles provided the Commission with the information that the Con Ed classes are filling up. FETC is also urging counties to sign up now instead of waiting due to not knowing how many classes will be run from July – December.
- Staff Member Rowles stated that he and Executive Director MacLaughlin will be meeting with PWT in the next week to provide them with all of their materials they need for their classes. HACC gets their paperwork and manuals at the end of each month for the next months classes.
- Commissioner Libby noticed a lack of interest in Course 8 classes and mentioned that since course 8 was a popular course the last few years due to it being new, that many students have already taken it, possibly multiple times. He stated it might be smart going forward to look into possibly having fewer course 8's.
- Commissioner Libby stated it would be helpful if we could figure out a way to get the information involving all of the officers and which courses they have completed, so planning future courses can be created to maximize student interest.
- Commissioner Libby is hoping we can figure out a way to get a good balance together that it is fair to our vendors so the classes are filling up.

Chairman (continued)

- Chairman Graybill remembered to announce that he, Executive Director MacLaughlin and Staff Member Rowles were able to deliver the FETC commemorative plaques to former Commissioners Beth Dombrowsky and Scott Schlechter. Both plaques were handed out at HACC.
- Chairman Graybill expressed appreciation both of their service and mentions how we wouldn't be here without their presence and guidance.

6. Executive Session

There was an executive session to discuss personnel matters between 10:02am - 10:11am. Chairman Graybill, Commissioners Christensen (via phone), and Libby as well as Legal Advisor Manning (via phone) all attended.

7. Public Comment and Questions

No public attendance.

8. Adjournment

MOTION: 1703:07

Commissioner Libby made a motion to adjourn.
Commissioner Christensen seconded.
Motion carries by unanimous voice vote.

Meeting adjourned at 10:15 am.

In accordance with The Sunshine Act, a notice announcing this meeting was placed in the Centre Daily Times on March 12, 2017.

Minutes submitted by Ian Rowles, Recorder, PBPP